Visual Basic® for Applications 2016 Introduction

Visual Basic for Applications (VBA) is the programming language, or code, used to automate tasks in Microsoft Office applications. You can manually compose your own VBA code or have it created for you by recording actions. In either case, the code is played back to repeat tasks which, when strung together, automate an entire procedure.

Showing the Developer Tab

Always display the DEVELOPER tab as it provides quick access to macros, VBA code and related security settings.

1. Choose FILE, OPTIONS, then CUSTOMIZE RIBBON.
2. [Click] the DEVELOPER checkbox in the right side of the CUSTOMIZE THE RIBBON column and [Click] OK.

Setting Macro Security

1. Choose DEVELOPER, Macro Security.
2. Choose one of the MACRO SETTINGS, then [Click] OK.

Tip: Use the Enable All Macros option when working on your own code.

Organizing VBA Projects

The VBA Editor, contained within each Office application, is used to create and organize VBA code. Its left-side Project Explorer pane lists, in tree view, a Project, representing the open Office file, plus associated Object or Module folders.

- The Objects folder lists an open file's documents.
- The Modules folder lists modules filled with user-created VBA code.
- The code is displayed in a larger pane to the right.
- Code created for a document only applies to that document, while module code applies to any document in the project.
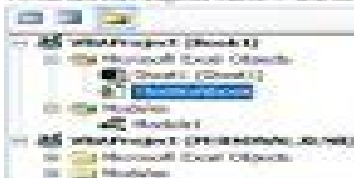
1. Press <ALT-F11> or choose DEVELOPER, VISUAL BASIC.
2. Open the left-side Project Explorer pane, if necessary, with VIEW, PROJECT EXPLORER or <Ctrl-R>.

Opening or Creating Code Windows

1. [Double Click] any Project Explorer item to open its code window. If necessary, first open its containing folder by [Clicking] the folder's "+".
2. [Right-Click] any Project Explorer item and choose INSERT, MODULE to create a new module.

Project Explorer's tree view is different for each Office application. For example, PowerPoint has no Objects folder, while Excel has a separate object for each worksheet. The naming convention is:

- **Excel:** Project name = Workbook name or Personal.xlsb; Objects name = Worksheet name.

- **Word:** Project name = Document name or Normal; Objects name = ThisDocument.
- **Access:** Project name = Database file name; Objects name = Name of form or report.
- **PowerPoint:** Project name = PowerPoint file name.
- **Modules:** and module windows are named Module1, 2, 3, ...)

Deleting a Code Window

1. [Right-Click] an object or module name in Project Explorer and select REMOVE [window name]...
2. [Click] NO from the pop-up message unless you want to export the code for safekeeping.

Creating VBA Code

1. Open an existing code window or add a new module.
2. Position the cursor at the code insertion point, if necessary, and choose INSERT, PROCEDURE.
   a. Enter a NAME (see Code Name Rules).
   b. Select SUB to automate tasks with a Subroutine, or FUNCTION to perform customized calculations.
   c. Select PUBLIC to make your code globally available to any subroutine. PRIVATE will restrict its use to the subroutine being created or modified.
   d. Select "All local variables as Statics" to retain the value of the procedure's variables after code execution ends (eg., store a running total).
   e. [Click] OK.
3. Enter your code in an organized way (see Organizing Code).
4. Choose FILE, SAVE (see Saving Code).

Tip: Save time writing code in Excel or Word by recording actions in a Macro, then copying the recorded code to your module.

Running VBA Code

Manually

1. Choose DEVELOPER, MACROS.
2. [Click] the subroutine name in the MACRO NAME list. If the list is too long, restrict it to a specific location from the MACROS IN list.
3. [Click] one of action buttons on the right side:
   RUN – Runs the code to completion.
   STEP INTO – Runs one code line at a time to help you catch errors. For details, see Troubleshooting.
   EDIT – Displays the written code.
   DELETE – Deletes the subroutine.
   OPTIONS – Useful for creating a keyboard shortcut to run the subroutine.

Automatically

VBA subroutines can be triggered by events, run by other subroutines, or start when an Office program starts.

- See Understanding the VBA Language, Using Code Window Lists and Useful Code Events for examples of event triggering.
- Add the code Call [name of subroutine] to run a subroutine from within another subroutine.
- To automatically run code upon opening a document or workbook, create a subroutine called Document_Open() in Word's ThisDocument code window or a subroutine called Workbook_Open() in Excel's ThisWorkbook code window.

Tip: To run a subroutine automatically when an Access database opens, use the steps listed in blog.keezio.com/AutorunAccessVBA.

Saving Code

Code can only be saved by saving the Office file it is stored in. Default file types for Excel, Word or PowerPoint (*.xlsx, *.docx, *.pptx) cannot contain macros, therefore in these programs:

1. Choose FILE, SAVE or press <Ctrl-S>.
2. If a "macro-free" warning message pops up, [Click] NO.
3. Change SAVE AS TYPE to MACRO ENABLED (*.xlsm, *.docm, *.pptm).
4. Choose a location, specify a FILE NAME, then [Click] SAVE.

Saving Global Macros

Macros recorded in Excel or Word can be used to be available only to the current workbook/document, or globally for all workbooks or documents. To use a recorded macro globally, choose the following from the USER MACRO IN step list in the RECORD MACRO dialog box:

- In Excel, choose PERSONAL MACRO WORKBOOK.
- In Word, don't change the default ALL DOCUMENTS (NORMAL.DOTM) choice.
- VBA code can also be saved globally if it is manually created under the NORMAL project in Word or the PERSONAL.XLSB project in Excel.

Code Name Rules

- Code names must begin with a letter.
- Subsequent characters should only be letters, numbers, or underscore characters.
- Good practice makes names shorter than 25 characters, and substitutes underscores for spaces.
- Avoid names that are the same as cell references in Excel or restricted VBA keywords such as ISARRAY.

VBA Editor Tips

- The Project Explorer pane is best used to navigate between code windows.
- Use the code window's Procedure drop list (see Navigating Code Window Lists) to navigate between subroutines in a long code window.
- [Click] the Project Explorer folder icon at the top of its pane to toggle between a grouped list (folders) and a straight list. Making this change in any one Office application will affect all Office applications.
- To maximize the code window, close all other windows and panes.
- To directly edit a macro in Excel or Word, press <Alt-F8>, select the macro name, then [Click] EDIT.
- Press <Alt-Q> to close the VBA Editor and return to its Office application.

Using Code Window Lists

Object List	Procedure List

The Object and Procedure drop lists sit at the top of any code window. They can be used to navigate between subroutines or create event-triggered code.

1. Select an appropriate item from the Object drop list.
2. Then select an appropriate item from the Procedure drop list.
3. Write code into the newly created subroutine.

For example, a subroutine can be created to validate Access form data, with incorrect entries rejected, before the form is saved. Select the BEFOREUPDATE event from the PROCEDURE list at the top of the form's code window. A new subroutine is automatically created called Sub Form_BeforeUpdate (Cancel As Integer). Insert validation code and it will run just before the form's contents are saved.

Navigating Code Window Lists

Object List Items

GENERAL: Displays all existing subroutine and function procedures.

WORKSHEET or WORKBOOK: Displays code for the selected Excel worksheet or workbook.

DOCUMENT: Displays code for a selected Word document.

[Name of Control]: Displays code for the Access object or sub-object within the selected form or report.

Procedure List Items

DECLARATIONS: To jump to a code window's Declarations area above the first procedure.

[Event Name]: To create a procedure or to display code that acts on the selected object.

[Procedure Name]: To navigate to an existing procedure within a code window.

Help Vba Reference Guide

John Walkenbach,Michael R.
Groh,Herb Tyson,Faithe Wempen

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AutoCAD 2006 VBA Joe Sutphin,2006-11-14 This book will help you take full advantage of the Visual Basic for Applications programming environment within AutoCAD 2006 Whether you want to automate routine tasks or create sophisticated applications or design that can be generated programmatically this book will empower you to make AutoCAD work for you This book is also suitable if you re a power user who wants to make use of the advanced features of AutoCAD 2006 VBA and you need a fast reference for the full AutoCAD object model You ll learn to run Autodesk design tasks in the embedded VBA environment This book is loaded with source code examples and gives you no matter your skill level the necessary tools to accomplish your AutoCAD 2006 automation tasks   Customizing Autocad 2009 Cadcim,2009-09

Access 2024 / Microsoft 365 Programming By Example Julitta Korol,2025-06-14 Transform your Access databases from simple data repositories to powerful automated applications with Access 2024 Microsoft 365 Programming by Example This isn t just another reference manual it s a practical step by step tutorial designed to guide you through the essentials of Visual Basic for Applications VBA within the Access environment Built for those who already understand basic Access database design and operations this book dives straight into practical examples and hands on exercises Each chapter builds upon the previous gradually introducing you to more complex concepts and techniques You ll learn how to automate tasks enhance functionality and create robust applications that streamline your workflow Each chapter includes integrated ChatGPT sections providing on the spot explanations code examples and answers to frequently asked questions This AI powered assistance transforms your learning experience making complex concepts more accessible and helping you overcome challenges with ease This book is perfect for Access users who are ready to take their skills to the next level Whether you re a beginner looking to start programming or an experienced user aiming to refine your abilities this tutorial provides a structured and approachable learning path This book assumes you have a working knowledge of Microsoft Access including database design query creation and form development with subforms and controls Empower your Access skills today and build the applications you ve always envisioned   **AutoCAD 2009 and AutoCAD LT 2009 Bible** Ellen Finkelstein,2011-06-24 Even Autodesk developers keep this book on hand Eight previous editions of fans ranging from novices to Autodesk insiders can t be wrong This bestselling comprehensive guide is your best one stop go to guide for everything you ll need to master AutoCAD Whether you re an AutoCAD veteran exploring what s new or a novice seeking to start with the basics and progress to advanced programming every feature is covered Start drawing today with the one book you need to succeed with AutoCAD 2009 Start drawing right away with the Quick Start project Draw view and edit in 2D then add text and dimensions Reference other drawings and link data to objects Build view and present complex 3D drawings Customize commands create shortcuts and use scripts and macros Program AutoCAD using AutoLISP and VBA What s on the DVD Trial versions of AutoCAD 2009 and AutoCAD LT 2009 Over 300 before and after drawings from working AutoCAD

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Roman,PhD Steven Roman,2002-01-07 The third edition of Steven Roman s introduction to Access Database covers design and programming and is suitable for both beginners and programmers who wish to acquire a more in depth understanding of the subject *AutoCAD 2002 Instructor* James A. Leach,2002 Your AutoCAD 2002 Instructor is intended for instructor lead instruction and self instruction in AutoCAD software AutoCAD is the market leader for all CAD software and is used by nearly two million students and professionals in architecture engineering construction and design Developed from teaching techniques used in an authorized AutoCAD Training Center and in instruction for engineering colleges AutoCAD 2000 Instructor covers all features and capabilities of AutoCAD The text is command oriented so chapters are centered around groups of related commands This feature makes the text very effective as a reference text The chapters are structured in a practical pedagogical sequence beginning with instruction in general procedures for using the computer interface setting up and creating drawings and then progressing to advanced features such as dimensioning special drawing applications and AutoCAD features three dimensional modeling and rendering and software customization McGraw Hill is proud to be one of the first and few publishers to have a text on AutoCAD 2002 AutoCAD 2005 For Dummies Mark Middlebrook,2004-05-14 Shows how to use the leading technical drawing software AutoCAD and its less expensive sister product AutoCAD LT in the friendly easy to understand For Dummies style Shows first time AutoCAD users how to create precise and efficient 2 D technical drawings and get started with 3 D technical drawings Topics covered include creating a basic layout drawing and editing writing text in drawings plotting creating and editing external reference files CAD standards and drawing on the Internet Explores new features in the latest version of AutoCAD including text improvements streamlined Plot and Page Setup dialogue boxes increased emphasis on tool palettes better tools for transmitting sets of electronic files and much more Includes a new chapter on sheet sets and a new collection of features for creating managing and publishing all of the drawings that make up a project **Expert One-on-One Microsoft Access Application Development** Helen Feddema,2004-05-07 What is this book about Expert One on One Microsoft Access Application Development teaches Access developers best practices for building effective Access based applications The book is divided into three parts each centered around a separate case application The first shows best methods for building a relatively simple Access application using the developer s own data The next section shows how to build a distributed application serving multiple clients and types of data The chapters in this section cover each step in the application lifecycle from gathering application requirements fro **Successful Independent Consulting** Douglas Florzak,1999 Presents a clear road map for starting and maintaining a successful consulting business Whether you are already a consultant or thinking about becoming one this guide has everything you need This book shows you how to Create a business plan Set your rate Select the legal form of your business Set up retirement funding Choose appropriate insurance Market on the Internet Understand basic record keeping Also included is a recommended resource list and sample worksheets to help you start and maintain your consulting business If

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